



Third Party Event Guidelines

Thank you for your interest in planning an event to benefit United Way Perth-Huron. Third Party Events help create awareness in our community about the work of United Way.

If you have any questions please contact: Carolynne Champagne at 519 271-7730 ext. 223 or cchampagne@perthhuron.unitedway.ca .

To ensure all Third Party Events have a positive impact on the United Way's brand and public image, please follow these steps:

Event Promotion & Logo Usage

United Way Perth-Huron must approve marketing material prior to printing and advertising. Copies of our logos can be found at: <http://perthhuron.unitedway.ca/get-involved/hold-a-fundraising-event/>

Financing and Insurance

United Way Perth-Huron are unable to underwrite any third party event.

Financial

- Provide a total of all pledges paid in cash, cheque & coin (see last page for financial form)
- Provide all pledge forms that correspond with the pledges paid in cash, cheque & coin
- Submit all fundraised dollars to United Way Perth-Huron **within 30 days** of your event

Tax Receipts

Charitable donation receipts will only be issued in accordance with the Canada Revenue Agency guidelines. We require the following information to properly process a tax receipt:

Donor's First & Last name
Donor's full HOME Address (including postal code)
Amount of Donation

United Way Perth-Huron will provide tax receipts for donations of \$20 and over.

Tax receipts will be issued when all money is received for the event, along with the corresponding pledge forms. Dollars submitted must equal or exceed the total amount of the pledge forms.

Canada Revenue Agency requires United Way to receive payment on a donation prior to issuing a receipt.

Financial Information

(please attach to pledge forms and/or envelopes of funds being submitted to United Way)

Total of all pledge forms attached: \$ _____

Cash breakdown:

1 x _____ = \$ _____

2 x _____ = \$ _____

5 x _____ = \$ _____

10 x _____ = \$ _____

20 x _____ = \$ _____

50 x _____ = \$ _____

100 x _____ = \$ _____

Other coin total \$ _____

Cheques: \$ _____

Grand total \$ _____